

NEC MINUTES

**National Executive Committee
Meeting Minutes
7-8 November 2002**



Phoenix AZ

7-8 November 2002

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OPEN SESSION

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ATTEST:

OFFICIAL:

GEORGE P. GRAVES
Colonel, CAP
National Legal Officer

RICHARD L. BOWLING
Major General, CAP
National Commander

Civil Air Patrol
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Phoenix AZ

OPEN SESSION

CALL TO ORDER..... Maj Gen Richard L. Bowling, CAP
INVOCATION..... Ch, Col James H. Melancon, CAP
PLEDGE OF ALLEGIANCE Col Larry D. Kauffman, CAP
ROLL CALL Col Albert A. Allenback, CAP

OPENING REMARKS Maj Gen Richard L. Bowling, CAP
..... Col Albert A. Allenback, CAP
SAFETY BRIEFING Mr. Gary Woodsmall

NATIONAL EXECUTIVE COMMITTEE

Maj Gen Richard L. Bowling, CAP National Commander
Col George Vogt, USAF Senior AF Advisor
Brig Gen Dwight H. Wheless, CAP National Vice Commander
Col Larry D. Kauffman, CAP National Chief of Staff
Col Andrew E. Skiba, CAP National Finance Officer
Col George P. Graves, CAP National Legal Officer
Col Joseph C. Meighan, Jr, CAP National Controller
Vacant..... National Insp. General
Ch, Col James H. Melancon, CAP Chief Chaplain Services
Col Richard A. Greenhut, CAP Northeast Region Commander
Col Charles Glass, CAP (Interim)..... Middle East Region Commander
Col William S. Charles, CAP Great Lakes Region Commander
Col Antonio J. Pineda, CAP Southeast Region Commander
Col Rex Glasgow, CAP North Central Region Commander
Col Thomas L. Todd, CAP Southwest Region Commander
Col Lynda C. Robinson, CAP Rocky Mountain Region Commander
Col Phillip S. Groshong, CAP Pacific Region Commander

OTHER CORPORATE OFFICIALS

Col Albert A. Allenback, CAP	Executive Director
Mr. J. Scott Hamilton	Assistant Executive Director
Mr. Stanley Leibowitz	General Counsel
Mr. Paul J. Capicik	Director, Mission Support
Mr. Don R. Rowland	Director, Plans & Requirements
Mr. James L. Mallett	Director, Aerospace Education & Training
Mr. William R. Bean	Director, Cadet Programs
Mr. D. Scott Richards	Director, Personnel
Ms. Susan Easter	Chief, Financial Management
Ms. Mary Nell Crowe	Director, Marketing & Public Relations
Mr. John A. Salvador	Director, Operations
Mr. Clay M. Stewart	Director, Logistics & Acquisition
Mr. Robert M. Hicks	Exec. Administrator, Chaplain Services

AGENDA ITEM - 1

XP

Action

**SUBJECT: FY05-09 CAP POM
HQ CAP/EX – Col Allenback**

INFORMATION BACKGROUND:

Each year the November NEC has reviewed CAP's proposed POM submission. Air University, our input level, typically begins their review in December so this is our opportunity to review previous submissions, identify deficiencies in funding and validate new requirements.

CAP has had a major adjustment to its baseline (approved projected funding) and this adjustment was extended to the out years – FY05-09.

As a result of this adjustment, most issues have been resolved, however, the radio replacements and homeland security missions need to be addressed in this submission. The attached Program Summary (See Atch 1) outlines those requirements that are unfunded within CAP's baseline. Also attached are the worksheets (See Atch 2) used to describe funding requirements for our programs. These work sheets are not part of our submissions to AU but are for our purposes in understanding costs of the activities.

PROPOSED NEC ACTION:

Recommend approval to the Board of Governors.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

None.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL GROSHONG/PCR MOVED and COL KAUFFMAN/CS seconded that the NEC vote to recommend approval to the Board of Governors.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: National Headquarters make the approved changes to the FY05-09 POM and include in the 4 December 2002 BoG agenda.

AGENDA ITEM - 2

LG

Action

**SUBJECT: FY02 Aircraft Replacement Priority Plan
HQ CAP/EX – Col Allenback**

INFORMATION BACKGROUND:

The 2001 and 2002 aircraft procurement programs are funded and aircraft have qualified for inclusion in a multi-year, indefinite delivery, indefinite quantity (IDIQ) contract. This contract shortens delivery time for aircraft by pre-qualifying aircraft that demonstrated they meet CAP requirements. A program is needed to determine which aircraft are retired and to prioritize purchasing and distribution of new aircraft.

The program is funded with FY01 and FY02 funds. Available funds are FY01: \$4,459,450; FY02: \$7,529,000. \$4,930,000 of FY02 funds are withheld by USAF pending obligation of other available funds. There is an additional \$2,275,00 in the Aircraft Procurement Account that the Grants Officer has frozen pending the outcome of the DCAA Audit. CAP must fully expense FY01 funds by 30 November 2003 or return any balance to the Treasury. This limitation requires the issue of purchase orders using FY01 funds by 31 January 2003.

PROPOSED NEC ACTION:

That the NEC vote to approve the FY02 Aircraft Replacement Priority Plan (See Atch 3) and designate a committee to determine, type, distribution, and timing for delivery of aircraft.

ESTIMATED FUNDING IMPACT:

The aircraft procurement program is funded with appropriated funds.

REGULATIONS AND FORMS AFFECTED:

The Corporate Aircraft Distribution Plan will be used to distribute aircraft.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL KAUFFMAN/CS moved and COL GRAVES/NLO seconded that the NEC vote to approve the FY02 Aircraft Replacement Priority Plan and that the CAD (Corporate Aircraft Distribution) Committee determines type, distribution, and timing for delivery of aircraft.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION. National Headquarters implementation of policy.

AGENDA ITEM - 3

DO

Action

**SUBJECT: Survival Equipment
SER/CC – Col Pineda**

INFORMATION BACKGROUND:

A memo originally distributed to the field in Dec 01 (Atch 4) discussed the purchase of survival equipment and the required re-certification of that equipment. Re-certification of the equipment was to come from the Counterdrug 15% administrative reimbursement that each wing receives. I have several points that suggest we re-consider and have CAP-USAF provide the support since the equipment is for all missions.

Counterdrug operations are down and will continue to operate at reduced levels over the next couple of years. At the current funding level for CD there is not sufficient funding nor 15% monies generated to maintain our survival equipment necessary to support operations. I would also suggest that since survival equipment is a vital part of all our operations, which will include Homeland Security, then our Counterdrug funding shouldn't be burdened with the responsibility of maintaining the equipment. With the reduced operations individual wings also cannot be strapped to maintaining the equipment in support of their operations.

I would recommend the NEC Operations committee embrace this or generate a sub-committee to develop a means of maintaining the equipment. When the equipment was originally purchased Col Skiba and myself recommended that the depot manage the equipment. I don't believe that this philosophy was ever considered and this is where a committee would be able to comprise a better way for insuring the equipment stays certified and reduce expenses by centralizing the oversight.

PROPOSED NEC ACTION:

That the NEC vote that all survival equipment be supported and maintained by CAP-USAF with the monies coming from logistics, rather than Counterdrug. Additionally, the NEC vote to have the National Operations review and re-evaluate our current method of managing and supporting our survival equipment.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The national headquarters staff supports referring this issue to the Operations Committee. Re-certification of life rafts and other water survival equipment represents a significant expense (Atch 5). As an example, in Sep 2002 HQ CAP paid \$4,720 for 10 life rafts to be re-certified

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(includes estimated shipping/handling expenses). This represents less than ten percent of our total water survival equipment and was paid out of counterdrug end-of-year funds. These ten rafts are used in support of air defense sector drug smuggling simulation missions. All funds used to pay for the original life support equipment and re-certification have come from the Air Force. If the NEC wants to continue to fund re-certification of this equipment on a recurring basis, it will have to identify a source of funds. Funding life support equipment certification will require a reduction in some other program/equipment unless additional money can be justified/approved through the Air Force budget process.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL PINEDA/SER moved and COL GROSHONG/PCR seconded that the NEC vote to have the National Operations Committee review and re-evaluate our current method of managing and supporting our survival equipment.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: Referral to the National Operations Committee and inclusion in the winter 2003 National Board agenda.

AGENDA ITEM - 4**MS****Action**

**SUBJECT: Ratification of Regulations
HQ CAP/EX – Col Allenback**

INFORMATION BACKGROUND:

New Constitution Article XX became effective 27 Feb 01. This provision requires that in the normal course of events regulations shall be adopted and maintained by the National Commander and shall be ratified by a majority vote of the National Board. See the supplemental package for a complete copy of each proposed regulation. These regulations have been staffed at National Headquarters and approved by CAP-USAF.

The following regulations are up for ratification:

<u>Number</u>	<u>Title</u>	<u>Remarks</u>
R20-3	Charters and Other Organization Actions	No Comments Received
R52-16	Cadet Program Management	Comments Included
R62-2	Mishap Reporting and Investigation	Comments Included

PROPOSED NEC ACTION:

That the NEC vote to ratify the proposed regulations.

ESTIMATED FUNDING IMPACT:

Cost of printing and distribution.

REGULATIONS AND FORMS AFFECTED:

All of the above.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:**a. CAPR 20-3:**

COL CHARLES/GLR moved and COL GREENHUT/NER seconded that the NEC vote to ratify CAPR 20-3, Charters and Other Organization Actions, as presented.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: National Headquarters printing and distribution of CAPR 20-3.

b. CAPR 52-16:

COL CHARLES/GLR moved and COL PINEDA/SER seconded that the NEC vote to ratify CAPR 52-16, *Cadet Program Management* with additional modifications developed during the meeting.

MOTION CARRIED WITH NO DISSENTING VOTE

Also, during region commander's discussion, it was felt that the Cadet Programs Committee should be changed from "ad hoc" to "standing" for the purpose of reviewing other areas within the cadet program including, but not limited to, minimum age requirements, RST program enhancements, Pamphlet 14 (SDA) revision, and Leadership curriculum revisions.

COL GLASGOW/NCR moved and COL CHARLES/GLR seconded that the NEC vote to approve the formation and appointment of a standing committee for Cadet Program matters. The composition of the committee should include the four current members of the CAPR 52-16 ad hoc review committee plus a representative from the other regions not represented.

MOTION CARRIED WITH NO DISSENTING VOTE

NOTE: Col Rex Glasgow, NCR/CC chairs the current ad hoc review committee. The other members are: Col Amy Courter, GLR (NCAC Advisor), Col Merle Starr, PCR/CV, and Col Austyn Granville, NER, NY Wg/CC.

FOLLOWING-ON ACTION: National Headquarters printing and distribution of CAPR 52-16. Formalization of a permanent Cadet Programs Standing Committee.

c. CAPR 62-2:

COL GROSHONG/PCR moved and COL GLASGOW/NCR seconded that the NEC vote to ratify CAPR 62-2, *Mishap Reporting and Investigation*, as presented.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-UP ACTION. National Headquarters printing and distribution of CAPR 62-2.

**SUBJECT: CAP Process Re-engineering and Automation
HQ CAP/EX – Col Allenback**

INFORMATION BACKGROUND:

CAP Long Term Objectives (LTO) include automating CAP transactions and working to alleviate much of the administrative burden on our leadership and members. Significant effort has gone into that quest over the last several years. A primary assumption in attaining the LTOs was that data collection is the foundation for providing the leadership and program managers with the decision support and analysis they need to effectively execute our missions and business processes. The concept developed to work toward these LTOs includes:

- Pushing data input as close as possible to the activity producing the data (i.e., squadron/program manager/member level).
- Having it input via online or electronic data transfer as close to real-time as possible.
- Having the computer provide as much automation to the process as effectively possible.
- Controlling data input and information access to appropriate people and functions.

Applications developed using these objectives are available now at the CAP e-services web site and the number of these is increasing on a regular basis. The field use of these applications, however, is under whelming. Apparent reasons for this include:

1. Getting the word out
2. Getting computer capability/availability (equipment and internet connectivity) to the levels required
3. Misunderstanding of or reluctance to implement the concept mentioned above
4. Reluctance of some leaders to allow lower level process involvement

We are working on better and more comprehensive ways to 1) - “get the word out”. Also, in overcoming item 2), computer purchases are increasing and computers are showing up at squadron level. And, the Internet connectivity contract should be under way by the November NEC meeting.

That leaves items 3 and 4. To overcome these, we need to have agreement that the concept presented is sound and is the approved corporate strategy to meet the LTOs. With that understanding, empowering the grass-root members with data input and program management for their mission and business processes should follow naturally.

One final issue is approval and implementation of the new/changed process methods and procedures. Most of these new methods replace or alter current processes that are covered in our regulations (for instance: requirements for paper records, signatures, and certain workflow patterns, etc., etc.) No efficient ways exist to allow for either interim or permanent implementation of these new methods. Further, because some units may not have the equipment or training for months, maybe years, the old and new methods will need to co-exist for some time.

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PROPOSED NEC ACTION:

1. That the NEC vote to approve the concept objectives mentioned above for helping CAP meet its Long Term Objectives.
2. That the NEC vote to embrace the need to push process ownership and involvement as close as possible to the mission and business activities of the corporation.
3. That the NEC vote to approve implementation of the new workflow processes by permitting new procedures and methods to be deployed using interim guidance published as a supplement to regulations. These supplements would be used only by those units using the new processes. Such tentative supplements will be approved by a national committee appointed by the national commander and be effective for a certain period of time or until guidance is incorporated in the normal regulation. (The supplemental nature of this guidance would allow a period for confirming the guidance adequacy and the process validity in meeting CAP needs before inclusion in the associated regulation.).

ESTIMATED FUNDING IMPACT:

The funding needed to implement this project is already in place budgeted or in out-year plans.

REGULATIONS AND FORMS AFFECTED:

Numerous, depending on the process being re-engineered and automated.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL ALLENBACK/EX presented a slide briefing.

COL KAUFFMAN/CS moved and COL PINEDA/SER seconded the following proposed NEC action:

1. That the NEC vote to approve the concept objectives as briefed for helping CAP meet its Long Term Objectives.
2. That the NEC vote to embrace the need to push process ownership and involvement as close as possible to the mission and business activities of the corporation.
3. That the NEC vote to approve implementation of the new workflow processes by permitting new procedures and methods to be deployed using interim published guidance, as agreed between the CAP National Commander, Executive Director, and the CAP-USAF Commander.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-UP ACTION: National Headquarters implementation of this initiative.

AGENDA ITEM - 6

CP

Action

**SUBJECT: NCAC Funding
GLR/CC – Col Charles**

INFORMATION BACKGROUND:

The NCAC currently receives \$4500 per year - \$500 per region plus \$500 for the chair. Currently the cadets incur the cost and then seek reimbursement from their regions in the following sequence:

- The region then seeks reimbursement from National Headquarters.
- National Headquarters then reimburses the region.
- The region then reimburses the cadet.

Sometimes not all the regions attend the on site meeting, therefore there is money left over for that region for that year. Typically, the expenses that each cadet incurs at each on site exceed the amount allotted. The NCAC would like the ability to streamline the reimbursement process by allowing the National Director of Cadet Programs to have the ability to re-program the left over money to off set any reasonable extra cost incurred by the cadets who attend the NCAC meetings. The NCAC would like the reprogrammed money to be accumulated to help offset costs for future years with an upper limit set by the National Finance Committee. The NCAC would like the ability to establish a sub- checking account, similar to the National Activities sub-checking account, to allow the National Headquarters adviser to provide direct reimbursement.

PROPOSED NEC ACTION:

That the NEC vote to allow National Headquarters Cadet Programs the ability to re-program NCAC funding as necessary to off set reasonable cost of cadets attending NCAC meetings. This would include permitting Cadet Programs to accumulate uncommitted NCAC funding and using it in future years to support NCAC costs. Additionally, Cadet Programs would have the ability to provide direct reimbursement to the NCAC cadets for expenses incurred.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

National Headquarters supports this agenda item.

COMMITTEE RECOMMENDATION:

None.

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NEC ACTION:

COL CHARLES/GLR moved and COL GROSHONG/PCR seconded the PROPOSED NEC ACTION.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-UP ACTION: National Headquarters implementation of policy

AGENDA ITEM - 7

PA

Action

**SUBJECT: Corporate Logo for CAP Vehicles
HQ CAP/EX – Col Allenback**

INFORMATION BACKGROUND:

The May 2002 NEC approved the concept of corporate decals to be placed on all CAP vehicles to demonstrate consistency in appearance and advertising for CAP.

The recommended design(s) were passed around for all national board members to see at the August 2002 National Board meeting in Philadelphia. The decals would need to be sized to fit each type of corporate vehicle. Decals will be procured and sent to each wing for each vehicle. Application would be done at the local level.

PROPOSED NEC ACTION:

That the NEC vote to approve the logo as designed and identifies the funding source for the purchase and application cost.

ESTIMATED FUNDING IMPACT:

A cost of \$70,000 was given to the August 2002 National Board for producing the decals, which included 3,000 12 x 12 decals, 2,000 12 x 60 decals and 3,000 decals, which say: www.cap.gov. No action was taken.

The original cost estimate did not include the cost to apply the decals. The cost for application will vary within each local community, but could average \$200 for each vehicle, bringing the total cost up to \$190,000 based upon 600 vehicles receiving the decals. If the number is higher, the price will increase.

REGULATIONS AND FORMS AFFECTED:

CAPR 77-1, *Operation and Maintenance of CAP Vehicles*.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

The agenda item was withdrawn.

NOTE: During the comment period of CAPR 77-1, the committee agreed to work with LG to refine this issue including changing the decals.

AGENDA ITEM - 8

IG

Action

**SUBJECT: Revision to CAP Regulation 123-3, Civil Air Patrol Assessment Program
PACR/CC – Col Groshong**

INFORMATION BACKGROUND:

CAPR 123-3 requires that each CAP region and wing will establish an inspection program for its subordinate units modeled after the inspection program outlined in this regulation, and to inspect each subordinate unit at least biennially. This same regulation also states that the CAP/IG and CAP-USAF/IG inspect each CAP wing approximately every 48 months.

With each wing being inspected approximately every 4 years by CAP/IG and CAP-USAF/IG, and also inspected at least every 2 years by the region, there will come a time when a wing would receive two inspections within a very short period of time, i.e., 12 to 18 months.

PROPOSED NEC ACTION:

That the NEC vote to revise paragraph 10 to CAP Regulation 123-3 to allow a compliance inspection of a wing conducted jointly by CAP/IG and CAP-USAF/IG to satisfy the requirement for a subordinate unit inspection by the region of that wing.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

CAPR 123-2, *Civil Air Patrol Assessment Program*.

CAP NATIONAL HEADQUARTERS' COMMENTS:

National Headquarters recommends that, due to the frequency of assessment visits associated with Compliance Inspections and SAVs, that the NEC direct CAPR 123-3 to be amended to allow region Subordinate Unit Inspections (SUIs) of wing headquarters within the respective region to be optional, at the discretion of the region commander.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL GROSHONG/PCR moved and COL KAUFFMAN/CS seconded that, due to the frequency of assessment visits associated with Compliance Inspections and SAVs, that the NEC vote to direct CAPR 123-3 to be amended to allow region Subordinate Unit Inspections (SUIs) of wing headquarters within the respective region to be optional, at the discretion of the region commander.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: National Headquarters make appropriate changes to CAPR 123-3.

AGENDA ITEM - 9

DO

Action

**SUBJECT: Proposed Paperwork Reduction Item 1
CAP/CV – Brig Gen Wheless**

INFORMATION BACKGROUND:

The Paperwork Reduction Advisory Board (PRAB) provided draft recommendations to the National Board at its August 2002 meeting, and requested feedback on each proposal. No feedback on this item has been received by the PRAB. This proposed change is relatively simple, and is offered for immediate approval.

CAPR 35-6, *Aeronautical Ratings, Emergency Services, and Ground Team Badges*, currently requires wing or region commander (or school/activity director) approval for issuance of aeronautical, ES, and ground team badges. Requests for these awards by squadron and group members are made on CAPF 2a, *Request for and Approval of Personnel Action*, and the Form 2a needs to be forwarded to the respective wing commander, potentially causing delays and lost paperwork.

Some years ago, authority to award activity and service ribbons was authorized to be delegated to group and squadron commanders in CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, paragraph 18b. This proposal recommends aligning CAPR 35-6 with CAPR 39-3.

As a side note: HQ CAP/MS is working towards automating this process via the Flight Management System (FMS). Automation of the existing process would still require wing or region commander (or school/activity director) approval for these awards, potentially burdening those individuals. Approval of the proposed action would allow wing commanders to delegate their authority to lower echelons, thus easing their burden.

PROPOSED NEC ACTION:

That the NEC vote to approve the following modification (highlighted in gray) to paragraph 5b of CAPR 35-6:

5b. CAP wing or region commanders and school/activity directors, as appropriate, are the approval authority for the award of aeronautical, ES qualification, or ground team badges, and ES Patches to members within their organization. Authority to award these qualifications, badges, or patches may be delegated to group and squadron commanders at the discretion of the wing commander.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-6, *Aeronautical Ratings, Emergency Services, and Ground Team Badges*.

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CAP NATIONAL HEADQUARTERS' COMMENTS:

It makes sense to allow group or squadron commanders to be delegated this authority, and the staff supports this initiative. Please note award requests can now be processed and approved entirely through electronic methods in the qualification and certification system provided by national headquarters.

COMMITTEE RECOMMENDATION:

Item submitted by committee.

NEC ACTION:

BRIG GEN WHELESS/CV moved and COL GROSHONG/PCR seconded that the NEC vote to approve that the authority for approving aeronautical, emergency services qualification or ground team badges, and emergency services patches may be delegated to group and squadron commanders at the discretion of the wing commander.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: National Headquarters make change to paragraph 5b, CAPR 35-6.

AGENDA ITEM - 10

DO

Action

**SUBJECT: Proposed Paperwork Reduction Item 2
CAP/CV – Brig Gen Wheless**

INFORMATION BACKGROUND:

The Paperwork Reduction Advisory Board (PRAB) provided draft recommendations to the National Board at its August 2002 meeting, and requested feedback on each proposal. No feedback on this item has been received by the PRAB. This proposed change is offered for immediate approval.

When the changes to the Emergency Services regulations were published in 2001, the 60-4 series was created. This series is divided into two volumes, and the first volume is divided into two parts. In total, these three new regulations comprise 155 pages.

- Volume I, Part I, explains the use of the Incident Command System (ICS) forms.
- Volume I, Part II, is comprised entirely of blank ICS forms.
- Volume II consists of existing CAP forms and instructions for their use.

Since ICS is widely used and taught, the information contained in Volume I, Part I, is available from other sources (e.g., FEMA). We therefore recommend elimination of this regulation. Should retention of this material be desirable, we recommend converting Volume I, Part I, into a pamphlet.

The forms in Volume I, Part II, are commonly available from other sources. We recommend elimination of this regulation, and creating links on our national website to these forms on other websites. Should CAP versions of these forms be desired, we recommend creating CAP Forms.

We recommend converting the information in Volume II into instructions on the appropriate forms, or converting Volume II into a pamphlet. For example, when a member applies for a “101 card,” they use a CAPF 100. Instructions for completing the CAPF 100 are on the reverse of the Form. This regulation consists solely of instructions on how to complete Forms. It should not be a regulation, but either a pamphlet, or we should just convert the instructions to the Forms themselves, a la CAPF 100.

PROPOSED NEC ACTION:

That the NEC vote to approve:

1. Eliminate CAPR 60-4, Vol I, Pt I, *CAP Emergency Services Mission Forms*, or convert into a pamphlet.
2. Eliminate CAPR 60-4, Vol I, Pt II, *CAP Emergency Services Mission Forms-Incident Command System (ICS)*, or convert into CAP Forms. Create links on our national website to these forms on other agencies’ websites.
3. Eliminate CAPR 60-4, Vol II, *CAP Emergency Services Training Forms*, or convert into instructions on forms, or convert into pamphlet.

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ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-4, Vol I, Part I, *CAP Emergency Services Mission Forms*; CAPR 60-4, Vol I, Part II, *CAP Emergency Services Mission Forms-Incident Command System (ICS)*; CAPR 60-4, Vol II, *CAP Emergency Services Training Forms*
CAPR 60-3, *Emergency Services Training and Operational Missions*

CAP NATIONAL HEADQUARTERS' COMMENTS:

CAPR 60-4, Volume I, Part I: The staff is planning to move sample forms and regulatory guidance after completing the emergency services curriculum. The curriculum completion is scheduled for spring 2003. The staff can move applicable materials to a pamphlet and have the official changes to CAPR 60-3 ready for review by summer 2003.

CAPR 60-4, Volume I, Part II: The staff supports changing this regulation into a pamphlet and making electronic forms available for usage.

CAPR 60-4, Volume II: The Flight Management System (FMS) will meet the need that Volume II now fulfills once all the wings are using FMS. Rather than immediately eliminate Volume II, recommend we change the references in CAPR 60-3 after all wings are fully using FMS. Then we can eliminate CAPR 60-4, Volume II and all of the CAPF 101Ts. The few remaining forms that are in Volume II could be referenced in other training documentation and the appropriate verbiage placed in CAPR 60-3 for regulatory guidance.

In summary, we would ask that the staff be given additional time to develop changes to CAPR 60-3 that can be coordinated through the official regulatory process, while also working on methods to eliminate or move the appropriate documentation found in Volumes I and II of CAPR 60-4. Additionally, we would ask the approval of the NEC to press forward with plans to get rid of the CAPF 101Ts once the FMS can effectively track qualification requirements for emergency services specialties.

Please see Attachment 9 for additional discussion/details.

COMMITTEE RECOMMENDATION:

Item submitted by committee.

NEC ACTION:

BRIG GEN WHELESS/CV moved and COL CHARLES/GLR seconded that the NEC vote to approve that the Executive Director give guidance and direction to the National Headquarters staff that would in a timely fashion achieve the (1) elimination of or (2) conversion of forms contained in:

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(a) CAPR 60-4, Vol I, Part I, “CAP Emergency Services Mission Forms” into a pamphlet;

(b) CAPR 60-4, Vol I, Part II, “CAP Emergency Services Mission Forms—Incident Command System (ICS)” into a pamphlet and/or create links on our national web site to these forms on other agencies’ web sites; and

CAPR 60-4, Vol II, “CAP Emergency Services Training Forms” into instructions on forms or convert into a pamphlet.

MOTION CARRIED WITH NO DISSENTING VOTE

NOTE: There was clarification on the definition of “in a timely fashion” to be whatever the Executive Director deems to be a timely fashion for the purpose of implementing this motion.

FOLLOW-ON ACTION: Implementation of policy and changes to CAPR 60-4.

AGENDA ITEM - 11

ET

Action

**SUBJECT: Proposed Paperwork Reduction Item 3
CAP/CV – Brig Gen Wheless**

INFORMATION BACKGROUND:

The Paperwork Reduction Advisory Board (PRAB) provided draft recommendations to the National Board at its August 2002 meeting, and requested feedback on each proposal. Some feedback on this item was received. This proposed change is relatively simple, and is offered for immediate approval.

CAPF 17, *Application for Senior Member Activities*, is required to be completed by senior members for participation in many activities. The form requires extensive information, most of which is neither used by nor relevant to many activities.

We recommend making use of the Form 17 optional, at the discretion of the activity director. Should the unit or higher-echelon commander's approval of the application be sought, applications, with or without the Form 17, would still be routed through the appropriate commander.

PROPOSED NEC ACTION:

That the NEC vote to approve the optional use of the CAPF 17 for applications at all senior member activities, at the discretion of the activity director.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

CAPR 50-17, *CAP Senior Member Training Program*.

CAP NATIONAL HEADQUARTERS' COMMENTS:

National Headquarters supports this proposal.

COMMITTEE RECOMMENDATION:

Item submitted by committee.

NEC ACTION:

BRIG GEN WHELESS moved and COL KAUFFMAN/CS seconded that the NEC vote to approve the optional use of the CAPF 17 for application at all senior member activities, at the discretion of the activity director.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: Implementation of policy and changes to CAPR 50-17.

AGENDA ITEM - 12

DO

Action

**SUBJECT: Proposed Paperwork Reduction Item 4
CAP/CV – Brig Gen Wheless**

INFORMATION BACKGROUND:

The Paperwork Reduction Advisory Board (PRAB) provided draft recommendations to the National Board at its August 2002 meeting, and requested feedback on each proposal. No feedback on this item has been received by the PRAB. This proposed change is relatively simple, and is offered for immediate approval.

CAPR 60-1, *CAP Flight Management*, paragraph 2-9, requires that copies of the following pilot documents be kept on file at each unit with CAP flight activity (i.e., each unit with one or more pilots, and/or one or more airplanes), and that duplicate copies be maintained at wing headquarters for all check pilots:

- a. Copy of FAA pilot certificate.
- b. Copy of current FAA CFI certificate.
- c. Copy of current FAA medical certificate.
- d. Documentation of current biennial flight review IAW FAR 61.56.
- e. Copies of all CAPF 5s establishing aircraft qualification or currency.
- f. A current copy of each completed aircraft questionnaire.
- g. Proof of annual CAPF 5 written examination completion.
- h. Copy of the most current CAPF 91, *CAP Mission Pilot Checkout*.
- i. Signed Statement of Understanding.
- j. Copy of current designation as a cadet orientation pilot, check pilot, instructor pilot and mission check pilot.
- k. Copy of a letter or certificate indicating successful completion of the *National Check Pilot Standardization Course*.

Our FAA exemption requires that a copy of the pilot's certificate and medical be on file for cadet orientation pilots, mission pilots, and mission pilot trainees. HQ CAP/MS is migrating most of this record keeping online in the Flight Management System.

We recommend elimination of all requirements for retention of copies of pilot documents other than those required by our FAA exemption. Pilots would still be required to produce pertinent originals at the time of each check ride for the check pilot to verify and document such verification on the CAPF 5, *Pilot Flight Evaluation-Airplane* (example of modified CAPF 5 attached).

PROPOSED NEC ACTION:

That the NEC vote to approve:

1. Eliminate requirements in CAPR 60-1, paragraph 2-9, for retention of copies of pilot documents other than those required by our current FAA exemption.

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2. Require verification of pertinent original documents by check pilots at the time of check rides, and documentation of the verification on the CAPF 5.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-1, *CAP Flight Management*; CAPF 5, *CAP Pilot Flight Evaluation-Airplane*.

CAP NATIONAL HEADQUARTERS' COMMENTS:

With one exception, the staff concurs with this item as long as all information being deleted from the folders has been properly input and validated in FMS. All CAPFs 5 should be retained in the pilot record to show trends on evaluated items until this data can be included in FMS.

COMMITTEE RECOMMENDATION:

Item submitted by committee.

NEC ACTION:

BRIG GEN WHELESS CV moved and COL GREENHUT/NER seconded that the NEC vote to approve that the pilot record keeping requirements of CAPR 60-1 be changed such that only information required by CAPs current FAA exemption be retained on file by units, but that material necessary for input into FMS be retained until it has been entered and validated, and that all Form 5s reflecting any deviations from acceptable performance be retained until they can be entered into FMS for trend analysis. Further, that CAPR 60-1 require verification of pertinent, original pilot records by check pilots at the time of check rides, and documentation of the verification on the suggested CAPF 5.

After lengthy discussion, the above motion was withdrawn and the following motion made:

COL GROSHONG/PCR moved and COL GREENHUT/NER seconded that the NEC vote to refer this idea to the Safety Process Action Group (SPAG) for further study.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: Referral to Safety Process Action Group and inclusion in 2003 winter National Board agenda.

AGENDA ITEM - 13

ET/CP/DO

Action

**SUBJECT: Proposed Paperwork Reduction Item 5
CAP/CV – Brig Gen Wheless**

INFORMATION BACKGROUND:

The Paperwork Reduction Advisory Board (PRAB) provided draft recommendations to the National Board at its August 2002 meeting, and requested feedback on each proposal. No feedback on this item has been received by the PRAB. This proposed change is relatively simple, and is offered for immediate approval.

Most CAP tests are currently in paper form. These require strict controls and logs at each unit. Test materials are difficult to update because of the cost of printing and distribution, and are often out of date with the corresponding regulation(s). Some tests have been very successfully made available online, primarily through the Operations directorate, such as the annual Form 5 written examination, and the General Emergency Services test.

We recommend converting all other CAP tests to online versions as soon as possible. This would leave only AFIADL tests subject to local control and logging. Conversion of cadet tests could be delayed until adequate integrity controls are in place.

PROPOSED NEC ACTION:

That the NEC vote to direct the conversion of all CAP tests to online versions as expeditiously as possible. Optionally delay the conversion of cadet tests until adequate integrity controls can be implemented.

ESTIMATED FUNDING IMPACT:

To be determined.

REGULATIONS AND FORMS AFFECTED:

CAPR 50-4, *Test Administration and Security*.

CAP NATIONAL HEADQUARTERS' COMMENTS:

We support the proposed action. There are some challenges that can be overcome regarding cadet testing. Also, there may be potential concerns with security for closed book examinations. Additionally, we need to consider the bandwidth issues of having many personnel testing at the same times.

COMMITTEE RECOMMENDATION:

Item submitted by committee.

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NEC ACTION:

BRIG GEN WHELESS CV moved and COL KAUFFMAN/CS seconded that the NEC vote to direct the conversion of all CAP tests to online versions as expeditiously as possible. The only exceptions would be those tests that cannot be put online because of control restrictions.

MOTION CARRIED WITH ONE DISSENTING VOTE (Col Groshong/PCR)

FOLLOW-ON ACTION: Implementation of policy and change to CAPR 50-4.

AGENDA ITEM - 14

DO

Action

**SUBJECT: CAP Use of Radio Spectrum
HQ CAP/EX – Col Allenback**

INFORMATION BACKGROUND:

At the August National Board meeting, Mr. Kyser presented an informational briefing on the status of changes affecting the communications program. This briefing generated discussion among the board, which resulted in a directive from CAP/CC that DOK provide the NEC information to make a decision as to CAP use of federal spectrum and compliance with the rules and requirements of the National Telecommunications and Information Administration (NTIA) on whether a move to civil spectrum under the FCC would be more advantageous. The national staff believes the current direction of the communications program toward NTIA compliance for continued use of federal spectrum is the right choice for a number of reasons, which will be detailed in the briefing. Primary among these is cost and the requirement for interoperability with other emergency responders. The impact on each of these aspects will be presented.

PROPOSED NEC ACTION:

The NEC review the information presented and vote to decide whether CAP will continue to use federal spectrum and comply with the rules associated with that use or direct staff to pursue transition of CAP radio operations to civil spectrum.

ESTIMATED FUNDING IMPACT:

We have the potential to lose all Air Force funding for communication equipment if the NEC decides to move to the FCC civil spectrum.

REGULATIONS AND FORMS AFFECTED:

CAPR 100-1, Volume 1, *Communications*.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

MR. SALVADOR/DO presented a slide briefing (See Atch 4) detailing the pros and cons of CAP use of the civil spectrum under the Federal Communications Commission (FCC) and use of the federal spectrum under the National Telecommunications and Information Administration (NTIA).

COL GLASGOW/NCR moved and COL CHARLES/GLR seconded that the NEC vote to reaffirm the National Board Plan (cite the meeting) to use the federal spectrum.

MOTION CARRIED WITH NO DISSENTING VOTE

AGENDA ITEM - 15

DO

Action

**SUBJECT: Civil Air Patrol Alerting System
CAP Rapid Response Coordinator – Col Herndon**

INFORMATION BACKGROUND:

At the present time Civil Air Patrol does not have a national approved alerting system. In order to have a standard alerting system to match Homeland Security and other national agencies, Civil Air Patrol should adopt the same color code alerting system that HLS has.

Civil Air Patrol Alerting System

Federal Authorities use a five-color alert system to help emergency organizations and the public prepare for potential attacks. Civil Air Patrol has developed a similar system to alert CAP Wings and personnel to potential terrorist attacks or other disasters and to bring CAP to appropriate levels of operational readiness. Various units may be placed on different levels of alert depending on the situation.

Alert conditions will be initiated by the CAP National Commander or the National Operations Center and be forwarded to affected wings by approved procedures.

RED (SEVERE) Severe risk of terrorist attack or disaster operations.

Action: Place CAP resources on HOT ALERT status. CAP resources will be placed in secure locations under control. Mission bases will be occupied with staff and ICS liaison CAP personnel. Communications nets will be activated and periodically exercised. Selected aircrews and ground teams will report to designated locations to await the orders to deploy. Report status as directed.

ORANGE (HIGH) High risk of terrorist attack or disaster operations.

Action: CAP resources will be placed on SOFT ALERT status. Selected staff personnel, rapid response teams, and selected mission aircrews and ground teams will be placed on TELEPHONE ALERT to report for expected deployment. CAP resources including CAP emergency operating centers, aircraft and ground vehicles will be inspected to determine operational status. Communications nets will be activated and monitored. Security of resources shall be checked. Report status as directed.

YELLOW (ELEVATED) Significant risk of terrorist attacks or disaster operations.

Action: General alert notice to all affected Wings. Coordinate emergency plans with nearby local authorities. Put contingency plans into action as necessary. CAP emergency service personnel and resources including CAP emergency operating centers, aircraft and ground vehicles will be checked to determine operational status. Test communications nets. Report status as directed.

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BLUE (GUARDED) General risks of terrorist attacks or disaster operations.

Action: Check to insure communications links with emergency response teams work. Increase training and preparation for the staff, air and ground teams. Review and update emergency procedures. Coordinate, maintain, and update current MOUs with outside ES agencies. Provide the CAP personnel with whatever information is necessary.

GREEN (LOW) Low risk of terrorist attacks or disaster operations.

Action: Refine plans for emergencies. Train staff on emergency plans and capabilities. Maintain resource capability. Meet with outside ES organizations to present CAP support capabilities and to develop new MOUs.

GLOSSARY:

HOT ALERT: CAP personnel needed for response actions will report to designated locations to await further orders to deploy.

SOFT ALERT: CAP personnel needed for response actions are alerted and told to remain at home to await direction to report to designated locations.

TELEPHONE ALERT: CAP personnel that may be required to support potential operations. Personnel are placed on alert and instructed to remain at home for a phone call or alert by other rapid communications means.

PROPOSED NEC ACTION:

That the NEC vote to approve the same color code alerting system that Homeland Security uses for threat condition. Civil Air Patrol would use the color code system for national disasters and homeland security alerting.

RED (Severe)

Orange (High)

Yellow (Elevated)

Blue (Guarded)

Green (Low)

ESTIMATED FUNDING IMPACT:

To be determined.

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REGULATIONS AND FORMS AFFECTED:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The staff supports an initiative to implement a formal alerting system for the members, but there are some concerns with this agenda item in its current form. Recommend this item be sent to the Operations Committee for further review. Under "Red (severe)" status, we are asking our members to automatically report for duty at designated locations. This will be done without appropriate approval from the chain of command. Unless the USAF approves of this mission support up front, FTCA, FECA and reimbursement for mission participation among many other things are not automatically conferred. Additionally, though it is a good idea to notify personnel of the potential for mission assignment at any threat level, there are inevitably personnel or activities that we may not want to involve or undertake based on the threat assessments and requests for support we receive.

COMMITTEE RECOMMENDATION:

None.

NEC ACTION:

COL GREENHUT/NER moved and COL KAUFFMAN/CS seconded that the NEC vote to approve in concept a Civil Air Patrol Alerting System and forward to the Operations Committee for further refinement.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: Referral to the National Operations Committee and inclusion in 2003 winter National Board agenda.

AGENDA ITEM - 16

NCS

Action

**SUBJECT: Committee Reports
NCS – Col Kauffman**

INFORMATION BACKGROUND:

1. Finance Committee

Col Skiba

Minutes of the Finance Committee, 6 November 2002, were distributed to the NEC members (See Atch 5).

ACTION ITEMS:

a. The Committee moves that the NEC vote to recommend, in concept, a term life insurance proposal by GE Capital, to be offered to the CAP membership. The details and implementation of the program shall be investigated by the Executive Director; Chief, Financial Management; and General Counsel for financial soundness and suitability. If sound and suitable, this recommendation shall be submitted to the Board of Governors at its next regularly scheduled meeting.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: After evaluation, if appropriate, include in the agenda of the Board of Governors 4 December 2002 meeting.

b. The Committee moves that the NEC vote to recommend approval of the revised budget, as presented, to the Board of Governors (See Atch 6).

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION. Inclusion in the agenda of the Board of Governors 4 December 2002 meeting.

c. The Committee moved that the NEC vote to recommend to the Board of Governors a 1.75 percent cost of living increase for CAP employees who report either directly or indirectly to the Executive Director, effective 1 Jan 03.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: Inclusion in the agenda of the Board of Governors 4 December 2002 meeting.

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2. Development Committee

Col Bonner

COL ROBINSON/RMR gave the Development Committee interim report. The committee had no business that required NEC approval at this time.

3. Operations Committee

Col Parker

There was no report.

4. Education & Training Committee

Col Convery

There was no report.

5. Strategic/Tactical Evaluation & Planning Committee

Brig Gen Anderson

GEN ANDERSON presented a slide briefing (See Atch 7), which provided a current status of long-range planning.

AGENDA ITEM - 17

Action

SUBJECT: Old Business

1. ITEM: Corporate Aircraft Fleet Management

Originally brought to the August 2002 National Board. The proposed action was to establish a 200-hour per year per aircraft utilization rate. The National Board reconstituted the Corporate Aircraft Distribution Committee to reconsider the earlier proposal. Col Greenhut will brief the NEC on this item.

COL GREENHUT/NER presented a slide briefing (See Atch 8) with updated information on this program.

MAJ GEN BOWLING encouraged the region commanders to place command emphasis on the importance of properly managing the corporate aircraft.

2. ITEM: CAPR 77-1, *Operation and Maintenance of CAP Vehicles*

Originally brought to the August 2002 National Board as part of the regulation ratification package. Col Groshong was appointed as Chairman of a vehicle maintenance study committee to establish an acceptable table of allowances, and to finalize the regulation.

COL GROSHONG/PCR, Chairman of the vehicle maintenance study committee, briefed proposed changes to CAPR 77-1, which will be posted on the WEB.

FOLLOW-ON ACTION: National Headquarters posting CAPR 77-1 on the CAP WEB site.

3. ITEM: CAPR 60-1, *CAP Flight Management*

Brought up under new business at the August 2002 National Board. The proposed action was to change CAPR 60-1, paragraph 2-11 dealing with the level of notification of revocation of a CAP member's flight privileges. Gen Bowling sent the item to the National Operations Committee for their recommendation.

There was no action on this item.

4. ITEM: CAPR 87-1, *Acquiring and Accounting for Real Estate and Facilities for CAP.*

Brought to the National Board in August 2002. Referred to committee for final development and wording.

COL CHARLES/GLR moved and COL GLASGOW/NCR seconded that the NEC vote to ratify CAPR 87-1, acquiring and Accounting for Real Estate and Facilities for CAP.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: National Headquarters printing and distribution of CAPR 87-1.

5. ITEM: CAP Aerial Imaging INFORMATION

LT COL THOMAS presented a slide briefing with updated information on this program.

AGENDA ITEM - 18

Action

SUBJECT: Additional New Business

1. ITEM: Revise CAP Policy Regarding “Wear-Out” Period for Light Blue Jump Suit - MER/CC – Col Glass (Interim).

See attached agenda item (See Atch 9).

COL GLASS/MER moved and COL KAUFFMAN/CS seconded that the NEC vote to extend the “wear-out” period for the CAP light blue cotton jump suit from 1 Jan 03 until 31 Dec 03.

MOTION CARRIED WITH ONE DISSENTING VOTE (Col Glasgow/NCR)

FOLLOW-ON ACTION: Notification to the field and change to CAPM 39-1.

2. ITEM: Monetary Donation for Surviving Father in TN (Ref NFC Minutes, 6 Nov 02)

COL PINEDA/SER moved and COL GLASGOW/NCR seconded that the NEC vote, on a one time basis, to give \$10,000.00 to the surviving father (not eligible for FECA/FTCA) of a member killed in Tennessee during an authorized mission, to off-set funeral expenses.

After lengthy discussion, the above motion was withdrawn and the following motion made:

COL PINEDA/SER moved and COL GLASGOW/NCR seconded that the NEC vote that prior to approving a monetary donation to the surviving father of a member killed in Tennessee, a representative would make contact with the father for the purpose of determining hardship. After which a fax vote will be made on this matter within 30 days.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: After investigation into the situation, a fax vote by 8 December 2002.

3. ITEM: Re-Screening of Current CAP Members (Agenda Item 2, May 02 NEC)

COL CHARLES/GLR moved and COL GROSHONG/PCR seconded that the NEC vote to rescind the motion passed under Agenda Item 2, May 02 NEC, which adopted a policy that each active senior member must be re-screened every five years.

MOTION CARRIED WITH NO DISSENTING VOTE

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BRIG GEN WHELESS/CV recommended that the NEC challenge the Executive Director to take another look at re-screening and determine whether likely customers will require re-screening, and report back to the 2003 winter National Board.

FOLLOW-ON ACTION: National Headquarters tasking to gather more information on the feasibility of re-screening active senior members, and inclusion in the 2003 Winter National Board agenda.

4. ITEM: Use of National HQ Credit Card Account by Wings

COL PINEDA/SER asked about the possibility of wings using the National HQ credit card account to charge the costs of attending an encampment. Then National HQ could charge the wings the associated fee. There was a suggestion that the amount of the fee could be added to the cost of the encampment. Col Pineda suggested that the convenience of paying by credit cards could increase encampment attendance.

FOLLOW-ON ACTION: National Headquarters staffing and notification to the field.

5. ITEM: Health Survey

COL ROBINSON/RMR asked for clarification on a recently received health survey.

MS. PARKER/DPM reminded that this requirement is included in the recently approved CAPR 160-2, The CAP Health Service Program, which states that the survey will be completed every 2 years.

6. ITEM: National Check Pilot Standardization Course

COL SCHAMEL/SER provided a briefing on the National Check Pilot Standardization Course and asked for guidance on the conduct of this course.

A lengthy discussion followed on training philosophy, specifically skills training leading to increased pilot professionalism.

There was a recommendation that since all the issues discussed are currently being considered by either the SPAG or the National Operations Committee it would be premature to make a decision on the check pilot program prior to getting a final recommendation from committee.

NOTE: SER will provide to National Headquarters the FL Wg Flight Safety Clinic/Check Pilot School, which consists of eight videotapes. National Headquarters will put this information on one 8-hour CD and make it available to the field.

7. ITEM: Changes to CAPR 35-5.

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COL KAUFFMAN/CS moved and COL GROSHONG/PCR seconded that the NEC vote to approve the changes made to CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions.

MOTION CARRIED WITH NO DISSENTING VOTE

FOLLOW-ON ACTION: National Headquarters make changes to CAPR 35-5 and distribute to the field.

AGENDA ITEM - 19

EX

Information

**SUBJECT: Searchers' Edge Program
Advanced Technologies Coordinator – Col Alexa**

INFORMATION BACKGROUND:

Col Alexa will give a presentation on the Searchers' Edge Program. The presentation will include an overview of Hyperspectral Imaging (HSI) and the proposed Visual Computing Network (VCN). The presentation will also include demonstration using Edge Battlescape software to do a 3 D fly over Salt Lake City using Landsat 730 meter satellite imagery. Program implementation will be covered as well.

COL ALEXA provided a slide briefing on CAP Advanced Technologies Initiatives.

AGENDA ITEM - 20

EX

Information

**SUBJECT: Homeland Security/Rapid Response
Rapid Response Coordinator – Col Herndon**

INFORMATION BACKGROUND:

Col Herndon, CAP's Rapid Response Coordinator, will present an update briefing on the status of CAPs activities in Homeland Security with an emphasis on Civil Air Patrol's rapid response capabilities.

COL HERNDON introduced Lt Col Rock Palermo who provided a slide briefing on the progress of the WMIRS (Web Management Incident Reporting System). This program was briefed to the May 2000 NEC as a suggested proposal for mission reporting.

COL GREENHUT/NER moved and COL KAUFFMAN/CS seconded that the NEC vote that WMIRS be the basic mission management tool and that incident commanders be directed to ensure that mission data and/or pictures be uploaded to WMIRS as soon as practical. Also, that National Headquarters be tasked with informing all current and future mission personnel on how to use WMIRS.

MOTION CARRIED WITH TWO ABSTENTIONS

FOLLOW-ON ACTION: Implementation of policy and notification to the field including information on the use of WMIRS. OPR: HQ CAP/DO.

AGENDA ITEM - 21

PA

Information

**SUBJECT: CAP Busch Series Race Car Marketing Platform
HQ CAP/EX – Col Allenback**

INFORMATION BACKGROUND:

HQ CAP/PA, Mary Nell Crowe will present an update briefing on the Busch series marketing platform. Included in the briefing will be the current status of the program followed by a look at the plan for next year's race season.

COL ALLENBACK/EX presented a slide briefing that provided update information on this program.

MS. CROWE/PA briefed the prospective partnership with Exxon Mobil and received a favorable response from the NEC to pursue the negotiations.

THE NEC WENT INTO EXECUTIVE SESSION, 3:15 PM to 4:45 PM, FRIDAY, 8 NOVEMBER 2002.

ADMINISTRATIVE/ANNOUNCEMENTS/APPRECIATION

1. Mr. Gary Woodsmall provided a safety briefing. He noted the recent accidents and the efforts being made to improve CAP's safety record.

2. Col Richard Anderson, USAF, provided a briefing on the newly established Air Force Auxiliary Division (XOHA) of homeland security under the office of the Deputy Chief of Staff, Training/Plans and Operations.

3. Maj Gen Bowling announced the distribution of a book entitled, "Service Etiquette" to assist region commanders in their interaction with senior military leaders. He also encouraged the reading of this book, which details military protocol by wing commanders.

4. Maj Gen Bowling presented NEC badges to members attending for the first time: They were: Col George Vogt, USAF, Col Rex Glasgow/NCR, and Col Thomas Todd/SWR. He also presented Meritorious Service Awards to Col Drew Alexa and Col Thommie Herndon; and the National Commander's Commendation Award to Col Richard Greenhut.

5. During Agenda Item 20 there was discussion on the status of Memoranda of Understanding and Letters of Agreement. Col Vogt and Col Allenback agreed to work together to resolve this issue.

6. Maj Gen Bowling announced the following personnel changes:

a. Col Erickson will resign from his position as National Medical Officer, effective 1 January 2003.

b. Col Duddly Hargrove has resigned from his position as National Inspector General.

c. Col Bob Townsend will resign as MER Commander, effective 31 December 2002, with the possibility of serving until the 2003 Winter National Board. Col Glass is serving as the acting MER Commander.

7. Maj Gen Bowling requested all NEC members submit color pictures and biographical information to the Executive Director for the purpose of posting on the CAP web site. For those members who may not already have an official photograph, they were requested to go to the nearest military installation for this support, wearing either the Class A uniform or Blazer combination, with the American flag in the background. SUSPENSE: Prior to the 2003 Winter National Board.

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8. The NEC members expressed appreciation to Col Allenback and the National Headquarters staff for the professional presentations and support of a very well organized meeting. Appreciation was also expressed to Col Vogt, Senior Air Force Advisor.

9. Col Allenback thanked the staff for their professionalism. He also commended the efforts of the STEP Committee and stated that the headquarters would be supporting with metrics to measure.

10. Col Allenback stated that he would challenge the staff to provide yearly business plans for their individual departments. Col Allenback also stated that he would present his HQ re-organizational plans to the winter National Board meeting.

**THE NEC ADJOURNED AT 5:07 PM ON FRIDAY, 8
NOVEMBER 2002.**